



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON
Allan O'Shea
VICE-CHAIRPERSON
Janice McCraner

Kathy Fenstermacher
Edward Haik
Ervin Kowalski
Glenn Lottie
Carl Rutske

CLERK

Marilyn Kliber
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3500

DRAFT

PHYSICAL RESOURCES COMMITTEE

Friday, April 18, 2008
10:00 A.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Kathy Fenstermacher, Chairperson; Ervin Kowalski; and Carl Rutske

Others Present: Thomas Kaminski, County Controller/Administrator; Russell Pomeroy, County Treasurer; Dale Kowalkowski, Sheriff; Douglas VanSickle, Maintenance Lead Person; and Rachel Nelson, Administrative Secretary

The meeting was called to order at 10:00 A.M.

ITEMS REQUIRING BOARD ACTION

Mr. Pomeroy requested that a private office be built in the Treasurer's Office for the County Treasurer. This would only require one wall to be built. Structural Specialties has provided a quote of \$3,800 for the project, and Mr. Pomeroy stated that it would cost approximately \$2,500 for office furniture. Mr. Pomeroy and Mr. Kaminski both felt that this is a much needed space for private phone calls, etc. Structural Specialties was the only quote because they have done most of the work on the building, and will be able to match the door, paint, etc. to everything else. After discussion,

Mr. Kowalski recommended that an office be built in the County Treasurer's Office, with the construction and furniture not to exceed \$7,000. No alternative recommendation was proposed.

Sheriff Kowalkowski reported that parking at the Sheriff's Office is an issue. He would like to have a parking area in the back near the woods for the Patrol cars, allowing employees to park by the building. Quotes were presented from Ron Brown and Elmers. After discussion,

Mr. Kowalski recommended that a 3,600 square foot area at the Sheriff's Office be paved as a parking area by Ron Brown, with the cost not to exceed \$8,000. No alternative recommendation was proposed.

Mr. Kaminski informed the Committee that the phone system currently used in the Courthouse & Government Center could be used as an intercom system. Call groups would be set up and speakers installed in the hallways. The cost for the project would be \$3,313, and this has been submitted for a Homeland Security Grant.

Ms. Fenstermacher recommended that Administration be given the power to act on the Courthouse intercom system at a cost not to exceed \$3,313. No alternative recommendation was proposed.

Mr. Kaminski informed the Committee that shelving units are needed on the second floor. Probate Court removed their boxes from the second floor room once their new storage system was installed, and Circuit Court needs to move items from an area in the Probation/Parole Office to the second floor room. Installing the shelving units will allow this to happen. Quotes were received from the Casper Corporation (\$9,810), and Excel (\$7,600 and \$6,900), but it was discovered that unused shelving units are available in the building that can be moved to the second floor. After discussion,

Mr. Rutske recommended that up to \$6,000 be spent on shelving units for the second floor. No alternative recommendation was proposed.

ITEMS NOT REQUIRING BOARD ACTION

Mr. Kaminski informed the Committee that there is currently \$183,335.49 in the Capital Improvement Fund. After adding the remaining monthly transfers from the current fiscal year, and the estimated inmate telephone revenue, the funds available from the Capital Improvement Fund for FY 2007/08 are \$223,835.49 (APPENDIX A). APPENDIX B shows requests for Capital Improvement Fund projects. The Committee requested that Mr. Kaminski send a letter on behalf of the Committee to those who submitted requests asking them to get quotes and prioritize their items.

Sheriff Kowalkowski briefly discussed the Jail Door Control System project, stating that the project should have some priority, but is not urgent. Quotes have been received from two companies, however, there is a \$50,000 difference between the quotes. One of the companies will come to the next Public Safety Committee meeting to discuss their bid.

Mr. Kaminski noted that the plumbing system in the Courthouse is probably something that should be addressed soon. He will probably have the new Maintenance Supervisor meet with Douglas VanSickle to evaluate the system.

Mr. Kaminski shared correspondence with the Committee from Richard Wilson explaining that the Public Health Department building is now owned by the County, and that he will record the deed.

The meeting adjourned at 10:50 A.M.

Kathy Fenstermacher, Chairperson

Ervin Kowalski, Commissioner

Carl Rutske, Commissioner

TRIAL BALANCE
MANISTEE COUNTY
Balance As Of 04/30/2008

CAPITAL IMP. FUND 4/17/08

GL#	Description	---- Balance ----	
		Debit	Credit
251-000-001.000	CASH	183,335.49	
251-000-028.000	ACCOUNTS RECEIVABLE		
251-000-060.000	NOTES RECEIVABLE		
251-000-202.000	ACCOUNTS PAYABLE		
251-000-390.000	FUND BALANCE		172,690.65
251-000-400.000	REVENUE CONTROL - FUND BALANCE		
251-000-654.000	INMATE TELEPHONE CONTRACT		2,482.30
251-000-695.000	MISC. REVENUE		1,540.00
251-000-699.001	TRANSFER IN - GENERAL FUND		37,500.00
251-000-969.011	MISC. RENOVATIONS		
251-000-969.015	PILT PAYMENTS TO COUNTY AGENCIES		
Total - All Funds		214,212.95	214,212.95

Spent this fiscal yr. = 30,877.46

Transferred \$100,000 to the Capital Improvement fund at yr. end 2006/07. This made the 10/1/07 fund balance equal \$172,690.95. The current fund balance is \$183,335.49.

+ 37,500.00 (Remain fiscal yr. transfer from Gen. Fund)
+ 3,000.00 (Expected inmate telephone revenue 4/18 - 9/30/08.)

\$223,835.49 Expected yr. end 9/30/08 fund bal. if no additional expenses.

CAPITAL IMPROVEMENT FUND PROJECT LIST 4/17/08

CURRENT FUND BALANCE PLUS ESTIMATED
REVENUE THROUGH 9/30/08 (\$183,335.49 + \$40,500.00) \$223,835.49

PROJECTS WITH ESTIMATED COSTS:

1. Treasurer's Office Space & Furniture (\$7,000.00)
2. Storage Shelving for 2nd Floor (\$11,000.00)
3. Work Stations (2) for Equalization Department (\$4,000.00)
(Old work stations could be utilized in new Probation/Parole Office.)
4. Expansion of Parking Area at the Sheriff Department (\$10,000.00)
5. Jail Door Control System
(2 quotes received: \$134,200 and \$189,200) (Capital improvement
funds needed at higher price is \$189,200 - \$64,542 Jail Bond Fund
Balance - \$54,672 Jail Loan Fund Balance) (\$69,986.00)
6. District Court
 - A) Electronic Ticketing System ?
 - B) Holdover Area for Individuals in Custody ?
 - C) Repainting of Office and Hallway ?
 - D) Water Cooler ?
 - E) Intercom for Courthouse ?
7. Circuit Court
 - A) Light Diffusers for Fluorescent Lighting Panels in the Office ?
8. County Clerk
 - A) Additional Lighting in County Clerk Vault ?
 - B) Button/Buzzer to Open Inside Door of Clerk's Office ?
 - C) Raised Front Counter ?
 - D) Implement Lobby Metal Detector ?
9. Prosecuting Attorney
 - A) Office Chairs ?
 - B) Larger Waiting Area ?
 - C) More Conference Room Space ?
10. Courthouse Intercom System (\$3,313.00)
11. Plumbing System in Courthouse ?
12. Seal Courthouse Parking Lot ?
13. Energy Conservation Measures ?